

**The Wildlands Conservancy (TWC)**  
**EDUCATION COORDINATOR**  
**Desert Preserves- Whitewater, Pioneertown and Mission Creek**

**THE POSITION**

The Education Coordinator is responsible for coordinating efforts within the Desert Preserves' Education Department. Teaches outdoor interpretive and interactive environmental education programs for youth and family groups. Coordinates the desert volunteer program and performs administrative and office support tasks, especially those related to volunteer management, when not teaching programs. Requires some weekend, evening, and off-site work.

**THE WILDLANDS CONSERVANCY (TWC)**

TWC is a private nonprofit organization dedicated to preserving important American landscapes, and bringing people back to the land.

**PRIMARY WORKSITE- WHITEWATER PRESERVE**

A 2,211-acre nature preserve located 5 miles north of Interstate 10 between Palm Springs and Cabazon in Whitewater, CA. Programs will also be conducted at the Mission Creek and Pioneertown Mountains Preserves at various times throughout the year.

**ESSENTIAL FUNCTIONS**

Assists Outdoor Education Director in all manners of program development, family program statistical research and record keeping, fundraising, education material management and inventory completion.

Teach while walking up to five miles a day in uneven desert terrain in a variety of weather conditions. Leads interpretive natural history and local history discussions while at a hands-on activity station or on a nature hike.

Directs students in scientific observations and activities, using binoculars, spotting-scopes, magnifying lenses and guidebooks. Involves students in spontaneous interactive learning exercises.

Maintains program materials and program sites; including daily set-up, tear-down, and clean-up of program.

Responsible for creating and maintaining a volunteer database that will categorize volunteers based on their skills and job preferences. In addition, will develop and implement various activities related to volunteer management.

Assist with training and weekly scheduling of all ranger station docents.

Greets public visitors, provides information, ensures their safety and enforces Preserve rules and regulations.

Under the purview of the Executive Office will maintain social media presence for the Whitewater Preserve. In addition to creating promotional materials such as flyers, public service announcements, and email communication for events, programs, and notices. This includes organizing a seasonal calendar as well as producing content for a monthly newsletter.

Assists with regular cleaning and organizing of the Preserve office, in addition to cleaning and stocking trail restrooms on a daily basis. Reports safety hazards or maintenance needs as necessary.

Assists in administrative and clerical duties for the Preserve, including spreadsheet creation for the management and tracking of detailed data relating to; equipment inventory, safety inspections, visitor information, etc.

Will occasionally assist with organizing and facilitating special events and programs.

Regular attendance and punctuality is an essential function of this position.

Performs other duties relating to land stewardship, education, and clerical support functions.

### **QUALIFICATIONS**

Applicants must be at least 18 years of age. Successful candidate shall have experience in administrating and conducting education programs. Experience working with multiple age groups and cultures in the natural sciences, environmental education, or recreation preferably in the nonprofit sector.

Individuals who are passionate about the outdoors, have a personal dedication to environmental conservation and have excellent interpersonal and group communication skills is essential.

### **Ability to:**

- Effectively communicate in English (and Spanish highly desirable) with co-workers and the public; utilizing good people skills.
- Pass Live Scan criminal history background check and TB clearance. Acquire CPR/First Aid training certification within 90-days of hire.
- Proficient in computer applications: Microsoft Office Suite and Google Applications.
- Effectively teach and interpret interactive outdoor programs to children and adults. Relate TWC's mission to the general public and school participants, and interact positively and professionally with all visitors, vendors and clients.
- Demonstrate effective use of leadership and decision making techniques. Work with minimal direct supervision.
- Effectively handle difficult and potentially confrontational situations with the public.
- Keep informed, updated and educated in related science, cultural and environmental subjects.
- Lead outdoor-education-based hikes up to six miles per day to monitor trails at up to a 3000 feet elevation in a variety of weather conditions. Lift, pull, and push up to 30 pounds. While performing the duties of this job, the employee is regularly required to talk and hear.
- This position also operates in an office environment. This role routinely uses standard office equipment such as computers, phone, photocopiers/scanners, and filing cabinets.

### **COMPENSATION/ CLASSIFICATION**

\$16.00 per hour, non-exempt, 40 hour work week

### **Benefit Summary**

Health Insurance

Section 125 Flexible Spending Account

401(k) Plan - TWC matches employee contributions up to 3%

Paid Time Off -128 hours per year with increases each year up to a total of 224 hours per year

Holidays - 72 hours per year

### **HOW TO APPLY**

- E-mail resume and cover letter to [jobs@twc-ca.org](mailto:jobs@twc-ca.org).

### **DEADLINE TO APPLY**

- Position open until filled.

*Appointment subject to passing pre-employment physical, fingerprinting and drug test, and submission of a current DMV printout detailing your driving record.*

**Equal Opportunity Employer**